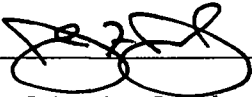


RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency City of Salisbury		Division/Unit Public Works - Resource Management
ITEM NO.	DESCRIPTION	RETENTION
1.	Vendor Records. —Purchase orders, invoices, correspondence, hand-written notes. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
2.	Miscellaneous Subject Records. —Bid forms, safety meetings, miscellaneous correspondence, payroll records, sign sales, accident reports, City departments, landfill tickets, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	General Correspondence. —Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>01 Aug 06</u> SIGNATURE  TYPE NAME <u>John F. Jacobs</u> TITLE <u>Director</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE 